

# The University of Toledo

## College of Business Administration

### Executive Center for Global Competitiveness

#### **IT'S ABOUT TIME - GETTING YOURSELF AND YOUR SPACE ORGANIZED**

#### **Program Overview**

Do your employees have multiple paper stacks that are getting taller or more unmanageable? Do they appear to have trouble finding things in their offices? Do they seem overwhelmed at the clutter and confusion surrounding them and therefore are unprepared for meetings, presentations, or deadlines? If so, this half-day program will help them de-clutter and get organized quickly and permanently. Attendees will be introduced to tips, techniques, and tactics that will strengthen their paper management, time management, and space management.

#### **Program Objectives**

During this half-day, information-filled seminar, participants will learn how to:

- Identify true priorities when everything is urgent
- Construct a Priority Matrix to avoid wasting time on “urgent” but unimportant tasks
- Differentiate between valuable items and clutter - and decide what to keep
- Organize workplace and home using a de-cluttering system
- Draw the line on paper
- Manage their time and take control of their day
- Find things, file things, and get things done faster

#### **Program Agenda**

- The vital difference between being neat and being organized
- Efficiency vs. effectiveness—which are you?
- The best tool to use for establishing priorities
- Suggestions for getting to your “high priority” items
- Eight ways for reducing or preventing paper piles
- Simple secrets for handling mail efficiently
- How to overcome the fear of filing
- Creating an in-basket with dates for time-sensitive documents
- Calendars and to-do lists—tools for getting and staying organized
- The “4-I-I” system for de-cluttering any space
- Getting the most from your piece of “desktop real estate”
- Tips for finding what you want when you want it
- Dealing with the dilemma of what to keep and what not to keep
- Storage secrets for increasing your space

#### **About the Instructor**

**Debra A. Smith** is a nationally respected consultant, speaker, and seminar leader. Her subject is professionalism—a composite of respect for the organization, respect for the people it serves, and respect for oneself. She develops this professionalism in her listeners, thereby enabling employees to reach their highest potential within the organization. People who attend her seminars gain new insight and direction, reinforced by effective skills that greatly enhance their performance. Every year Debra travels to over 100 cities in the United States and Canada to deliver her seminars on communication, time management, conflict resolution, and customer relations. Her seminars are skillfully designed to meet the needs of managerial, supervisory, and support personnel. She has trained over 450,000 people from organizations in the private sector and government as well as in numerous colleges and universities.

*If you wish to tailor this program for onsite training at your company, please contact Carrie Herr, the Director of ECGC, by calling 419-724-2591 or via email at [carrie.herr@utoledo.edu](mailto:carrie.herr@utoledo.edu).*

***You can also combine Getting Yourself Organized with one of our other half-day programs, such as Effective Time Management, Stress Reduction Techniques, or Managing Conflict Constructively, to create a full-day of training to benefit your employees.***